

FLA Audit Profile									
Country	United States								
Factory name	17008218C								
Monitor	COTECNA								
Date of audit	December 3, 2004								
PC(s)	Herff Jones, Inc.								
Number of workers	185								
Product(s)	Caps, Gowns								
Production processes	Cutting, Sewing, Shipping								
Findings						Remediation			
FLA Code/Compliance issue	Country Law/Legal Reference	FLA Benchmark	Monitor's Findings	Documentation	Best Practice	Company Remediation Plan	Target Completion Date	Company Follow Up	Documentation
1. Code Awareness									
Code Posting/Information		FLA Principle of Monitoring, Obligation of Companies: Establish and articulate clear, written workplace standards. Formally convey those standards to Company factories as well as to licensees, contractors and suppliers.	No Herff Jones Code of Conduct (COC) was posted in the factory.	Visual inspection		Posted COC in English and Spanish right after FLA inspection.	Done		
Worker/Management Awareness of Code		FLA Principle of Monitoring, Obligation of Companies: Ensure that all Company factories as well as contractors and suppliers inform their employees about the workplace standards orally and through the posting of standards in a prominent place (in the local languages spoken by employees and managers) and undertake other efforts to educate employees about the standards on a regular basis.	Workers are not aware of COC elements.	Worker interviews		Posted COC in English and Spanish right after FLA inspection.	Done		
2. Forced Labor									
There will not be any use of forced labor, whether in the form of prison labor, indentured labor, bonded labor or otherwise.									
3. Child Labor									
No person will be employed at an age younger than 15 (or 14 where the law of the country of manufacture allows) or younger than the age for completing compulsory education in the country of manufacture where such age is higher than 15.									
4. Harassment or Abuse									
Every employee will be treated with respect and dignity. No employee will be subject to any physical, sexual, psychological or verbal harassment of abuse.									
5. Nondiscrimination									
No person will be subject to any discrimination in employment, including hiring, salary, benefits, advancement, discipline, termination or retirement, on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, or social or ethnic origin.									
6. Health and Safety									

Findings						Remediation			
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Employers will provide a safe and healthy working environment to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work or as a result of the operation of employer facilities									
Evacuation Procedure		All applicable legally required or recommended elements of safe evacuation (such as posting of evacuation plans, unblocked aisles/exits, employee education, evacuation procedures, etc.) shall be complied with and workers shall be trained in proper safety, first aid, and evacuation procedures	No training has been provided to workers in evacuation procedures.	Worker interviews, record review		Fire drills will be conducted before November 24, 2005.			
7. Freedom of Association and Collective Bargaining									
Employers will recognize and respect the right of employees to freedom of association and collective bargaining.									
8. Wages and Benefits									
Employers recognize that wages are essential to meeting employees' basic needs. Employers will pay employees, as a base, at least the minimum wage required by local law or the prevailing industry wage, whichever is higher, and will provide legally mandated benefits.									
					Herff Jones is a company 100% employee owned. All employees with over 1000 work hours and 3 continuous years of employment qualify for company shares. Herff Jones gives shares to employees for a value equal to 20% of employee's salary. In order to receive 100% of the shares' value, employee must work for the company for 7				
9. Hours of Work									
Except in extraordinary business circumstances, employees will (i) not be required to work more than the lesser of (a) 48 hours per week and 12 hours overtime or (b) the limits on regular and overtime hours allowed by the law of the country of manufacture or, where the laws of such country will not limit the hours of work, the regular work week in such country plus 12 hours overtime; and (ii) be entitled to at least one day off in every seven day period.									
10. Overtime Compensation									
In addition to their compensation for regular hours of work, employees will be compensated for overtime hours at such premium rate as is legally required in the country of manufacture or, in those countries where such laws will not exist, at a rate at least equal to their regular hourly compensation rate.									
Miscellaneous									